



AMICI CURIAE LEGAL FORMS WORKSHOPS

Dear Legal Professional Volunteer,

Thank you very much for your interest in Amici Curiae!

Amici Curiae, Italian for ‘friends of the court’, is a volunteer group that consists of lawyers, paralegals, law students, foreign trained JDs, librarians, accountants and pets. As volunteers, we contribute to access to justice by assisting the public with their legal forms in British Columbia.

We ask our volunteers to provide quality work to our clients. We provide ongoing free continuing professional developments [thru our LEXtures series](#).

We run several legal forms workshops that operate throughout the Lower Mainland. Go to legalformsbc.ca to learn more about what we do.

Please complete this Volunteer Intake Package and email it to **Jennifer Buckley, Volunteer Coordinator** at amicicuriae.volunteer@gmail.com.

Your Volunteer Intake Package Must Contain:

- Volunteer Intake Form
- Signed Service Letter
- CV (maximum of 2 pages)

If you have any questions, please feel free to contact **Yvonne Choi, General Manager** at yvonne@millertiterle.com.

We look forward to working with you.

Sincerely,

Amici Curiae Friendship Society



AMICI CURIAE LEGAL FORMS WORKSHOPS
Volunteer Intake Form

Name of Volunteer: _____ **Date:** _____

Phone Numbers(s): _____ **E-Mail Address:** _____

How did you hear of us? _____

You are:

Lawyer (LSBC # _____) / Paralegal / Foreign trained JD / Law Student / Legal
 Administrative Assistant / Firm Accountant / Librarian / Other: _____

Current Employer: _____

Legal Practice Area(s) (please specify):	Year(s) of Experience
1.	
2.	
3.	

Which AC workshops are you available to attend? (please check all that apply):

Atira Women’s Resource Society (for downtown eastside resident who self-identifies as a woman):

Wednesday (every three weeks) from 5:30 p.m. to 7:30 p.m.

Battered Women’s Support Services (for anyone who self-identifies as a woman):

Wednesday (every two weeks) from 5:45 p.m. to 7:45 p.m.

Carnegie Learning Centre (Indigenous) Workshop

Wednesday (every three weeks) from 5:30 p.m. to 7:30 p.m.

CHIMO Community Services (Richmond) Workshop

Thursday (monthly) from 6 p.m. to 8 p.m.

Surrey Public Library (City Centre) Workshop (beginning September 2019)

Wednesday (monthly) from 6 p.m. to 8 p.m.

Uncontested Divorce and Family Law Workshop

Thursday (every two weeks) from 6 p.m. to 8 p.m.

Vancouver Public Library (Kensington beginning September 2019)

Wednesday (every three weeks) from 6 p.m. to 8 p.m.



**AMICI CURIAE LEGAL FORMS WORKSHOPS
Service Letter**

Acknowledgement of the Scope of the Volunteer's Service

I acknowledge, as a volunteer legal professional, that I will assist the various Amici Curiae workshops by doing the following:

1. take instructions from and work under the supervision of duty counsel; and
2. review and assist in preparing legal forms for Amici Curiae clients.

Furthermore, I shall identify myself as a volunteer legal professional (ie Paralegal / Foreign trained JD / Law Student / Legal Administrative Assistant / Firm Accountant / Librarian) and shall not provide legal advice nor give legal undertakings.

Acknowledgement of the Conditions of Service

By signing this letter, I agree that I will not:

1. disclose the confidential location of the Battered Women's Support Services workshops;
2. use any confidential information against clients, and will take steps, including the establishment of screening measures, to ensure that clients' confidential information is not accessible to members of my firm representing an adverse party; and
3. representing and assisting a party adverse to my law firm on a matter substantially related to any matter(s) in which my law firm may be acting for its clients.

Name of Volunteer

Signature of Volunteer

Date